

VACANCY ANNOUNCEMENT # 06/06/39
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***REVISED QUALIFICATIONS***

**POSITION: CONSULAR ASSOCIATE, FP-7 or FP-6 (See Remarks)**

**Open to:** U.S. Citizen Eligible Family Members (AEFMs) - All Agencies

**Opening Date:** June 1, 2006

**Closing Date:** June 15, 2006

**Work Hours:** Part-time - 20 hours per week / 4 hours per day  
From 8:00 am to 12:00 noon or from 9:00 am to 1:00 pm

**Remarks:** If candidate has completed the ConGen course, received consular associate designation from CA/EX but has not had at least one year's experience at the FP-7 level, he/she may be hired at the FP-7 level.  
If candidate has completed the ConGen course, received consular associate designation from CA/EX and has at least one year's experience at the FP-7 level, he/she may be hired at the FP-6 level.

NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION (COM) AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.
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The U.S. Embassy in Lima is seeking a U.S. Citizen Eligible Family Member (AEFM) for employment in country for the position of Consular Associate to provide support to the American Citizen Service Unit of the Consular Section. Position will be available o/a August 1, 2006.

**Basic Function of Position**

The incumbent provides all services requested by U.S. citizens, including emergency services; is familiar with U.S. law and Department of State regulations regarding acquisition of U.S. citizenship, meets the public under conditions of high workload demands; responds to verbal, written and telephonic inquiries from U.S. citizens on all topics regarding acquisition of citizenship, immigration, destitution, death and welfare/whereabouts; and performs notarial services.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension 2168.

### **Qualifications Required**

- 1. Education:** Completion of high school education is required. Must have completed FSI's Basic Consular Course (ConGen).
- 2. Prior Work Experience:** At least six months of customer service experience is required.
- 3. Language:** Level IV (Fluent) Speaking/Reading English ability is required. Level II (Limited) Speaking/Reading Spanish ability is required. This will be tested.
- 4. Skills and Abilities:** Computer skills on a variety of software applications (MS Word, Excel, Outlook, etc.) are required.

### **Additional Selection Criteria**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizens EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Position requires a Secret level security clearance.

### **To Apply**

Interested candidates for this position should submit the following:

- 1. *For applicants from within the Mission - Application for Employment***, please contact the Human Resources Office, extension 2168 for these forms;
- 2. *For applicants from outside the Mission - A current resume or curriculum vitae with a cover letter.***
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**Submit Applications To:**

Human Resources Office  
Av. Lima-Polo Cdra. 1 s/n  
Monterrico - Lima 33  
Monday thru Friday, from 9.00 am to 2.00 pm  
(except for Peruvian and American holidays)

**Point of Contact:**

Telephone: 618-2168  
Fax: 434-1302

**Definitions**

**1. AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- ♦ US Citizen
- ♦ Spouse or child who is at least age 18
- ♦ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- ♦ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- ♦ Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

**2. Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

<b>C L O S I N G D A T E: June 15, 2006</b>
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The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve

equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.